

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	<b>CLASSIFICATION</b> UI
	<b>CORRESPONDENCE SYMBOL</b> TEUFA
	<b>DATE</b> February 22, 2008

**ADVISORY:** ET HANDBOOK NO. 410, 4<sup>th</sup> EDITION

**TO:** STATE WORKFORCE AGENCIES

**FROM:** CHERYL ATKINSON /s/  
Administrator  
Office of Workforce Security

**SUBJECT:** Resource Justification Model (RJM)

1. Content. ET Handbook No. 410, Resource Justification Model.
2. OMB Approval. The Office of Management and Budget (OMB) has approved ET Handbook No. 410 for use through November 30, 2010, under the Paperwork Reduction Act of 1995, under OMB Approval No. 1205-0430.
3. Handbook. This handbook is designed to provide permanent instruction for the RJM data collection process. It will be supplemented, if necessary, by an Unemployment Insurance Program Letter that will contain any specific information needed for the budget process.
4. Deadline for Submittal of RJM Forms. The annual deadline for state workforce agencies to submit their RJM worksheets to the Regional Offices is the last Friday in January.
5. Estimated Burden. Public reporting burden for collecting this information is estimated to be 6,519 hours. That amounts to an average of 123 hours per state, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
6. Action Required. State workforce agencies should prepare their RJM forms according to the instructions contained in this Handbook.
7. Attachment. ETA Handbook No. 410, 4<sup>th</sup> Edition

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> November 30, 2010
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